

Employee's Name Last: _____ First: _____	Social Security Number
Position Title	Date of Meeting
Department	Period Review From _____ To _____
<div style="background-color: yellow; text-align: center; padding: 5px;"> ANNUAL GOAL SETTING WORKSHEET </div>	Notes to Worksheet Meeting

Town of Royalston Confidential Individual Goalsetting & Review Worksheet 2007-2008

Please identify together for the coming year, the goals and measurable outcomes, that you both agree on, below. These must relate directly to your joint job analysis interview process which lies at the core of the annual goal setting. The job analysis interview is based upon what the individual actually does, as driven and defined by their job description. Note: any changes or updates that are required to the job description, to bring it into line with the actual scope of work, duties responsibilities and tasks, must also be submitted for approval by the Select Board. Complete only as many goals and objectives as are appropriate to the individual circumstance.

1. Job Analysis task:

Goal / Objective:

2. Job Analysis task:

Goal / Objective:

3. Job Analysis task:

Goal / Objective:

4. Job Analysis task:

Goal / Objective:

5. Job Analysis task #1

Goal / Objective:

6. Job Analysis task

Goal / Objective:

7. Job Analysis task:

Goal / Objective:

8. Job Analysis task:

Goal / Objective:

9. Job Analysis task:

Goal / Objective:

10. Job Analysis task:

Goal / Objective:

11. Other goals / topics that are agreed upon, and will be reviewed quarterly or as necessary: